

Fundamentals in Compensation Administration (SFw HR)

Participants will be awarded the **Statement of Attainment** for HRS-HRM-3012-1.1 Compensation Management upon successful completion of the course.

Course Objective

The course will address the skills and knowledge required to manage payroll activities within an organisation. It covers determining the requirements of payroll systems, establishing policies and procedures to support payroll systems and supervising payroll activities.

Target Audience

Human resource professionals/practitioners who need to address and manage payroll processing.

Course Outline

- **Identify and apply current legal, regulatory and organizational compensation framework**
 - Understand legal, regulatory and organisational compensation framework
 - Differentiate features of compensation systems
- **Identify and demonstrate compliance to compensation code of conduct**
 - Evaluate and identify privacy and confidentiality issues that govern all compensation related transaction
 - Understand the impact of failing to adhere to organisational compensation procedure and process.
- **Analyse and calculate compensation based on organisation structure**
 - Evaluate various salary components in a salary structure
 - Calculate and administer salary based on compensation framework
- **Generate and process compensation report for review in accordance to organizational policies and procedures**
 - Generate compensation report in accordance to organisational policies and procedures
 - Process compensation framework in accordance to organizational policy and framework

Methodology

It is a competency-based learning with assessment. Case studies, experiential learning, discussions and presentation, facilitation and sharing, critique and review.

Please refer to SNEF website for available dates
 Duration : 2 days, 9am to 6.45pm (17.5 hours)
 Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg
 Click on 'Training' and Course Category '**Human Resource / Industrial Relation**'

- ❖ **50% Course Fee Subsidy, capped at \$15/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$50/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll 90% of hourly basic salary, capped at \$10/hr. Eligibility period: 1 May – 31 Dec 2020**

| SME | NON-SME | SELF-SPONSORED | Full Course Fee | Training Grant | Amount Payable |
|----------------|-----------------------------|----------------|-----------------|----------------|-------------------|
| - All SC & SPR | - SC aged ≥ 40 | → | \$449.40 | \$378.00 | = \$71.40 |
| | - SC aged ≤ 39 - All SPR | → | \$449.40 | \$210.00 | = \$239.40 |

All prices stated are inclusive of 7% GST

SC : Singapore Citizen
SPR : Singapore Permanent Resident
 : Not Applicable
SMEs : Defined as companies with:
 (i) at least 30% local shareholding; AND
 (ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Has not enjoyed funding for the same course before.
Note: This course is equivalent to Payroll Management (HR-PRB-302E-1).
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Enquiries:

Malar DID: 6827 6934 / Training hotline: 6827 6927

Email : malar@snef.org.sg / trg@snef.org.sg